Section 14.12   PARAMS MENU
Personnel Data
Retirement Code

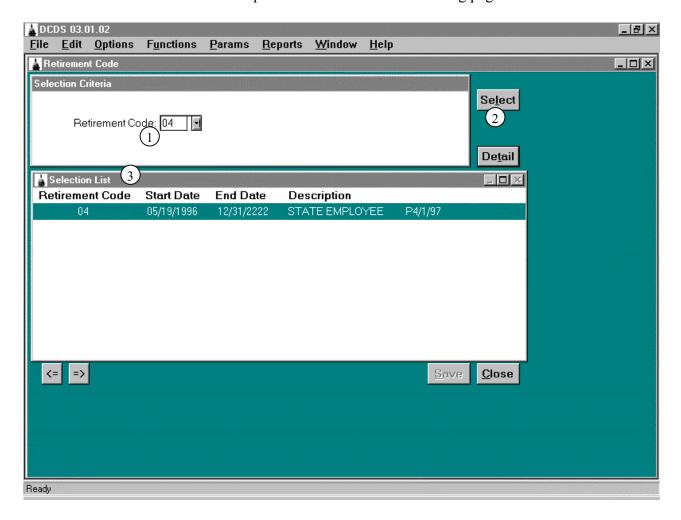|	
Purpose	This section provides the procedures for a control agency to change data on Retirement Codes. **This window is inquiry only for non-control agencies**.
Window Name	Retirement Code
Reminders	**1.** The Retirement Code window is accessed through the Params, Personnel Data, O - Retirement Code items on the menu bar.
	2. The Retirement Code window contains a Selection Criteria window and a Selection List window. The only selection criteria is the Retirement Code. Once the Select button is clicked the selected code is displayed in the Selection List window. The user may then click the Detail button to display the Detail Data window. To select **All** codes, click on the Select button only. Only a control agency may update data.
References	*No specific references*

Retirement Code

The following window is displayed when Params, Personnel Data, O - Retirement Code is
selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures
Retirement Code (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Retirement Code*	Select the appropriate Retirement Code from the dropdown list or enter the code. To view all codes, leave this field blank and click the Select button.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	The data will automatically be highlighted, click on the Detail button to display the Detail Data window.

Retirement Code (Selection List)

The following information displays:

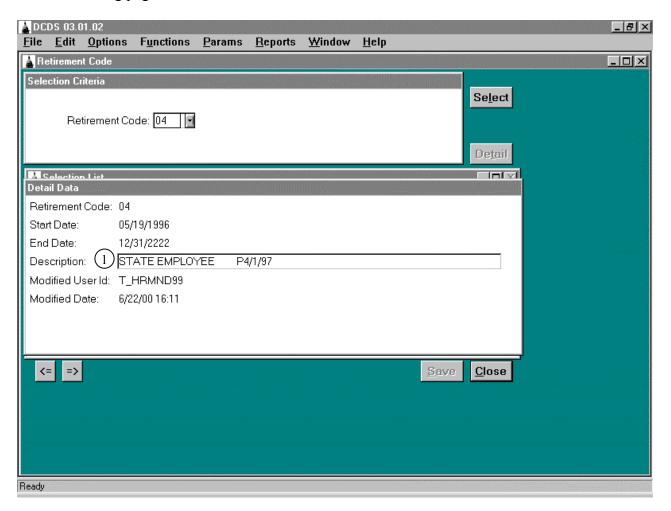| Field Name	Description
Retirement Code	The selected Retirement Code.
Start Date	The date the code became valid.
End Date	The last date of the code is valid. The default is 12/31/2222
Description	The title of the Retirement Code.

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Personnel Data

DCDS *Procedures Manual*

Section 14.12 - ***Retirement Code***

DCDS Input Procedures
Retirement Code

The following window is displayed when the **Detail** button is selected. The steps are described on the following page.

DCDS Input Procedures
Retirement Code

Follow the steps below to change Retirement Code data.

Step	Field Name	Action
Control Agency - Change Retirement Code Data		
	Select Button	Click on the Select button. This displays the Detail Data window to change the description of a Retirement Code. The description is the only field that may be updated.
1	Description	The Description field is automatically highlighted. Change the description as necessary.

Retirement Code - Detail Data Window

The following information is displayed:

Field Name	Description
Retirement Code	The Retirement Code selected.
Start Date	The date the code became valid.
End Date	The last date of the code is valid. The default is 12/31/2222
Description	The title of the Retirement Code.
Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.